

Changing Passwords in OCLC's FirstSearch

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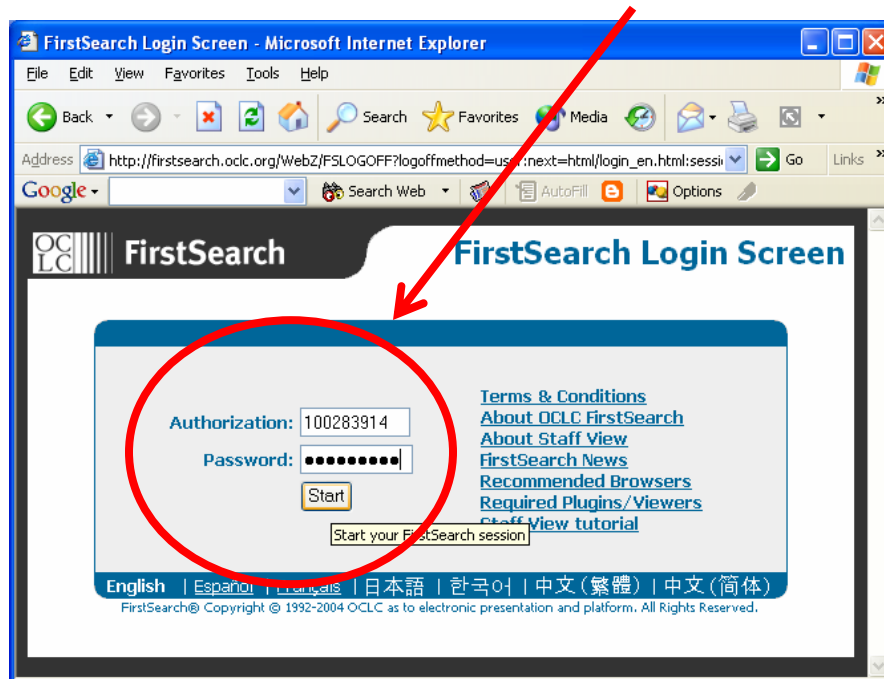
This is an important message if you want your patrons to be able to access WorldCat from home or work, or if yours is a smaller library where we, the Montana Library Network, don't know the range of addresses used by your computers (for "IP" or "Internet Protocol" authentication).

The FirstSearch login information we sent you last week provides you with access to FirstSearch's Administrative Module. This is a good thing, but it might be a bad thing if your patrons as well as your staff have access to Admin functions.

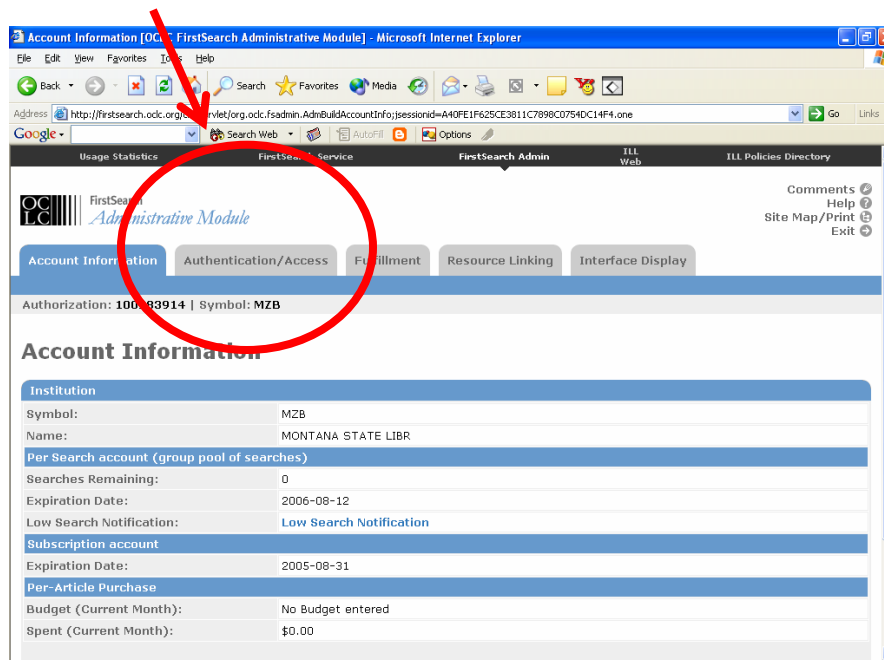
These instructions tell you what you need to know to go into the Admin module and change the patron password to "discovery". After doing this, but only after making this change, you can safely give your login number (100-NNN-NNN) to patrons along with the "discovery" password. Then your patrons will have access to WorldCat via MLNCAT from home, from work or even from Idaho.

How to change your OCLC FirstSearch passwords

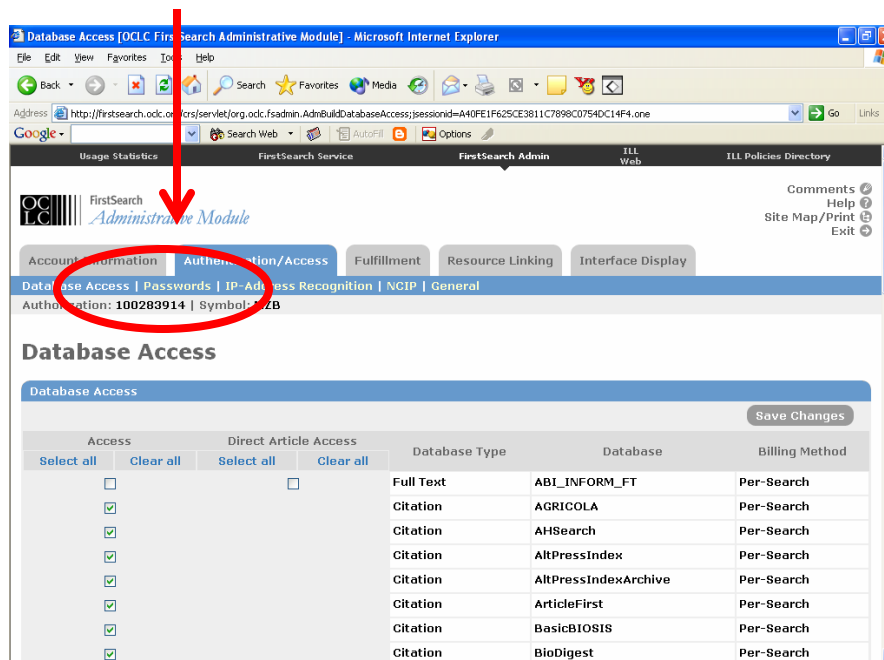
1. Log into the OCLC FirstSearch admin screen: <http://firstsearch.oclc.org/admin>. Enter your FirstSearch Authorization number (100-NNN-NNN) and your password.



2. You will find yourself on your library's FirstSearch administration screen. Select the "Authentication/Access" tab.



3. Select the "Passwords" link from the blue bar under the two tabs, "Account Information" and "Authentication/Access".



4. You are now at the screen where you can change passwords.

The screenshot shows the 'Passwords' page of the FirstSearch Administrative Module. The page has a navigation bar with tabs: Account Information, Authentication/Access, Fulfillment, Resource Linking, and Interface Display. Below the tabs, there's a section for 'Database Access | Passwords | IP-Address Recognition | NCIP | General'. The main content area is titled 'Passwords' and contains four sections for changing passwords: 'To change your Administrative Module Password', 'To change your FirstSearch Service Staff Password', 'To change your FirstSearch Service Patron Password', and 'To change your FirstSearch Statistics Password'. Each section has a 'Type a new' label and a text input field. The input fields contain the following text: 'wurzeladm', 'flatsstaff', 'discovery', and 'wurzelstat'. A 'Save Changes' button is located to the right of the input fields. A red circle highlights the 'Save Changes' button, and a red arrow points to it from the right. Another red arrow points to the input fields on the left.

You may wish to change your administrative password, your staff password, and your statistics password.

We very highly recommend you change your FirstSearch Service Patron Password to "discovery"; this is the same public password used for Gale and EBSCO periodical databases.

5. Save your changes by clicking on the "Save Changes" button to the right of your screen.
6. Exit FirstSearch using the "Exit" button near the top-right of your screen.
7. Congratulations! You have successfully changed your library's patron password. You can now freely give out your login authentication number (the 100-NNN-NNN number) with your patron-password (suggested "discovery"), and your clients will have access to WorldCat from home.

Questions? Call the OCLC-Western Help Desk at 1-800-854-5753.